

# Respond to Medical Record Access Orders

WAC 296-802-500

## Summary

### YOUR RESPONSIBILITY:

To post written WISHA access orders

### IMPORTANT:

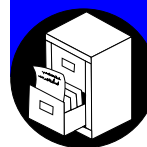
This section describes how WISHA accesses employee medical records and your related rights and obligations.

### You must

Respond to WISHA access orders for employee medical records  
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Content of WISHA written access orders  
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Medical Record  
Access Orders



# Respond to Medical Record Access Orders

WAC 296-802-500

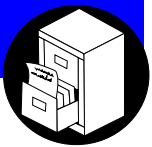
## Rule

WAC 296-802-50005

**Respond to WISHA access orders for employee medical records**

### You must

- Promptly respond to a written access order you receive from WISHA for personally identifiable employee medical information.
- Post a copy of the cover letter you receive from WISHA for 15 working days where employees can easily review it.



# Respond to Medical Record Access Orders

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## Rule

### WAC 296-802-50010

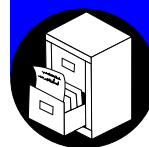
#### Content of WISHA written access orders

A written access order from WISHA will contain at least the following information:

- The identity of employees whose medical information is being requested.
  - This may be either by name, job classification, time clock number, department, or similar identifier.
- A description of the medical information that will be examined.
- The purpose for seeking access to this medical information.
  - Any additional evidence supporting access to the medical information.
- A step-by step description of how the records will be obtained, copied, reviewed, and stored, specifying the following:
  - Who will be in charge of on-site review of the records, or who will take possession of the records for off-site review
  - Where the records will be reviewed
  - When review or receipt of the records is to take place
  - If the records are to be reviewed on-site, what type of information will be copied and removed off-site.
- How personal identifiers will be separated from the medical information and how long this information will be kept
- The principal WISHA investigator's full name, business address and telephone number
- The full names and titles of all individuals that will review the records
- The WISHA industrial hygiene program manager's full name, business address and telephone number.

-Continued-

Medical Record  
Access Orders



# Respond to Medical Record Access Orders

WAC 296-802-500

## Rule

### WAC 296-802-50010 (Continued)



**Note:**

WISHA doesn't need a written access order for the following types of employee medical records:

- Medical records and analyses that don't contain personal identification information
- Examination of records to verify compliance with the medical surveillance requirements of another occupational health and safety rule
- The following records when required by another occupational health and safety rule:
  - Medical opinions
  - Biological monitoring results.
  - Results of medical examinations and laboratory tests.

